



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-15- 18 (Juba)

<u>OPEN:</u>	To all South Sudanese Nationals. Current Mission employees serving a probationary period are not eligible to apply.
<u>POSITION:</u>	Voucher Examiner
<u>OPENING DATE:</u>	Wednesday : August 19, 2015
<u>CLOSING DATE:</u>	Wednesday: September 02, 2015 - max. 4:30 p.m.(South Sudan time)
<u>WORK HOURS:</u>	Full-time; 40 hours/week
<u>POSITION GRADE:</u>	Full performance grade level for this position is: FSN-08. (\$16,175-\$24,263) A training grade level, below FSN-08 may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualification, and relevant work experience.

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Voucher Examiner in the Finance Office.

JOB SUMMARY:

The Voucher Examiner is responsible for reviewing and analyzing claims for payment on a timely basis and accurately processing all vouchers including complex Operating Expense(OE)-, program-, and Working Capital (WC)- funded activities. In conjunction with USAID/Egypt's Accounts Payable Section of the Financial Management Office, the incumbent ensures that effective and efficient payment services are provided to our customers, implementers, and employees in accordance with USG regulations and USAID procedures.

The incumbent also ensures that all vouchers have been properly logged into the accounting system Phoenix and performs any necessary follow up. The incumbent performs funds availability verification, updates vendor codes; ensures that payments are made against appropriate fiscal data, to appropriate vendors, and by appropriate means, (i.e. checks, EFT, cash, etc.); works in collaboration with the Embassy Cashier in processing cash payments; and, performs other payment-related duties as assigned from time to time by the Chief Accountant, Deputy Controller, and/or Controller.

MINIMUM QUALIFICATIONS REQUIRED

EDUCATION: A university degree in accounting, finance, or business administration is required.

EXPERIENCE: At least three years of progressively responsible experience in bookkeeping, voucher examination, payment processing, or accounting is required, at least two years of which should have been with international organizations. One year of experience with a U.S. Government agency in payment systems or accounting is desirable.

LANGUAGE: Level 4 (fluent) in spoken and written English is required.

Knowledge: General familiarity with USAID accounting and payment policy, procedural, and reporting requirements, complete familiarity with relevant USG (OMB, GAO, USAID, and Treasury) policies and regulations pertaining to Federal grants, contracts, and cooperative agreements, particularly for allowable costs and payment procedures, and a full working knowledge of Phoenix data convention/data entry operations. Knowledge of

computer programs for word processing (MS Word), spreadsheet (Excel) and database management (Access) is required.

Abilities and Skills: Ability to comprehend and logically and properly apply voucher examination and detailed technical program regulations, terms and conditions as exist in USAID technical programs and administrative procurement actions. Demonstrable analytical and decision-making attributes in examination of vouchers. Must have tact and ability to explain clearly and convincingly the rationales for payment disallowance. Basic typing ability is required for the use of computer terminals, word processing and spreadsheet programs.

HOW TO APPLY

Applicants are required to submit an application package, along with a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV. In addition, applicants should submit Form DS-174. This form is available on the US Embassy web site: http://southsudan.usembassy.gov/job_vacancies.html. Options for submission of application materials:

1. To USAID/South Sudan by email at jubahr@usaid.gov
Subject line: Engineer (Construction)
OR
2. Deliver one copy to USAID/South Sudan, Juba. Application box is inside the first entry door at the U.S. Embassy.

Your application may not be considered without all of these aspects included.

A strong and clear cover letter expressing reasons for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID/South Sudan operations is required. The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Please note that only short listed candidates will be contacted for an interview.

Required Documents:


1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date resume/C.V
3. USAID Application Form DS-174 (to be filled out completely)

Note:

1. Only short-listed candidates will be notified.
2. This vacancy is only open to nationals of South Sudan.
3. Application submission without the required Form DS-174, and supporting documents will not be considered.
4. No in-person appointments or telephone calls will be entertained.

It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age disability or sexual orientation.

Cleared: 
Eric Schaeffer, Controller

Approved: 
Charles Drilling, Supervisory Executive Officer


Date: 8/18/15


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